

Search and You Shall Find: Making Oral Histories Searchable with Transcripts and Metadata

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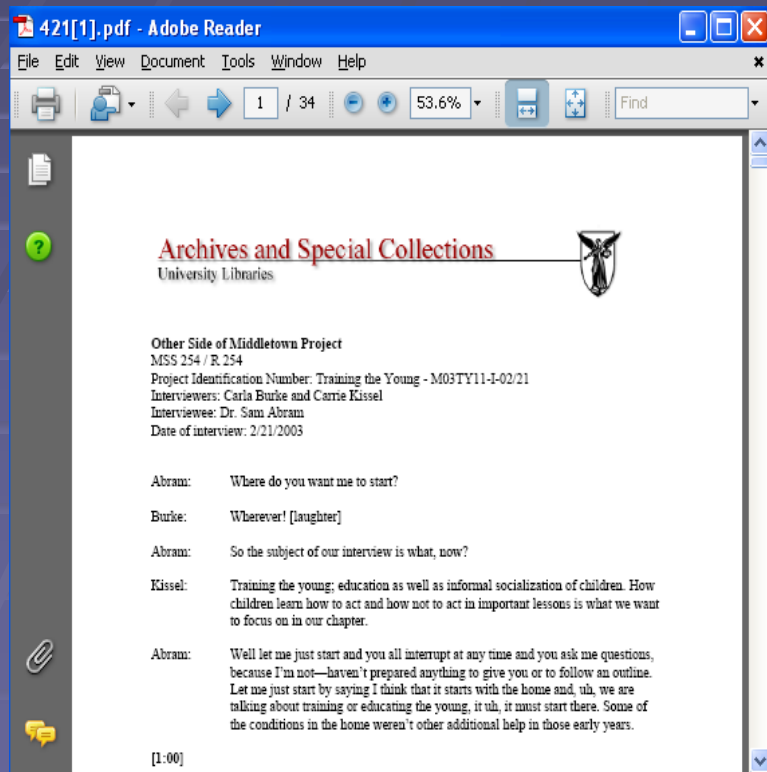
Why is searching valuable?

- Find what you're looking for
 - Empower your audience to do more than just browse
- Opening resources to wider audience
 - OAI
 - Google
- Organize the collection

How to make oral histories searchable?

■ Transcripts

■ Metadata



Title	Abram, Dr. Sam 02-12-2003 (Interview)
Link to Transcript	http://libx.bsu.edu/MidOrHis/OSM/OSM_003.pdf
Interviewer	Kraemer, Anne Moore, Ashley Anderson, Michelle
Interviewee	Abram, Sam
Date Recorded	2003-02-12
Run Time	1:25:51
Location Recorded	Muncie, Indiana
Subject	Oral history Muncie (Ind.) -- Ethnic relations African Americans -- Indiana -- Muncie -- History African Americans -- Indiana -- Muncie -- Biography African Americans -- Indiana -- Muncie -- Interviews
Media Type	Streaming Audio (WMA)
Original Physical Format	Audio Cassette
Project Identification	Getting a Living - M03GL10-I-02/12
Archival Identification	R254-5
Digital Identification	OSM_003.wma
Repository	Ball State University Libraries, Archives and Special Collections
Collection	Middletown Digital Oral History Project Collection
Subcollection	Other Side of Middletown Collection
Ordering Information	To order a copy, inquire about permissions, or for information about prices, jstraw@bsu.edu
Copyright	Copyright 2007. Ball State University. All Rights Reserved.

Transcripts

- Planning

1. Choose to transcribe
2. Choose your transcribers
3. Choose your tools

Choose to Transcribe

- Advantages of Full-Text Transcripts
 - Access
 - Searchability
 - Hearing/Visually impaired
 - Ease
 - Assessing relevance
 - Understanding speakers
 - Preservation
 - Backup of audio information

...or Not to Transcribe

- Other options
 - Abstracts
 - Indexes
 - Audio only
- What to do with existing transcripts?
 - Scan?
 - OCR?
 - Retype?

Wright: about Gene Kittelman.

Goodall: Is that who you're trying to think of?

Wright: It was

Goodall: Oh, uh-huh.

Wright: Oh, I'm awful forgetful.

White: Do you remember how you got the job working for them?

Wright: Well, I was working on Jackson Street for an old lady, school teacher, and this woman come past there--rich people, but I can't call her--she come past there and asked who I was and she says, says, "Oh, Ida Wright. She's a wonderful worker." I can't recall her name. And she says, "Why don't you work for me?" So she come down by our house, we were living over on 8th Street. She come down there one day and asked if I would work for her and I worked for her for fourteen years. Worked for for twenty-two years And the last place I worked was for Mrs., her husband just died. , didn't you know ? He was a secretary over at Ball State College. That was the last place I worked. He died here last summer. She sends me about \$5 every Christmas.

Goodall: How did you get back and forth out there? Just ride the streetcar or walk--

Wright: the streetcar over there went way on. See, that's when I froze my feet standing along waiting on the streetcar.

Goodall: How many hours did you usually have to work at that time?

Wright: I'd go to work at five, about 4:30.

Goodall: In the morning?

Choose Your Transcribers

■ In-House

Pros:

- Quality control
- Train transcribers
- Access to verification resources

Cons:

- Time
- Staff
- Training

■ Commercial Service

Pros:

- Time
- Experience

Cons:

- Little/no quality control
- Cost
- Lack of subject/term knowledge
- Paperwork/Oversight needed

Choose your tools

- OCR Software
- Scanners
- Voice Recognition Software
- Transcription Software
 - Express Scribe
 - Start Stop
 - Windows Media Player
 - USB Foot Pedal
- What we chose
 - Transcription Software: Express Scribe



Getting Started

- Decisions
 - Format and Style
 - Baylor Guide
 - What to leave in, what to take out
 - Privacy
 - Speech patterns and variations
 - Editorial comments
 - Time Codes
 - Names List
 - Equipment (Software, Headphones, Foot pedals)

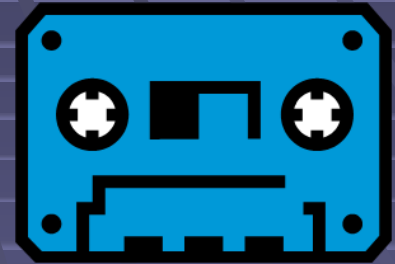
Training

- Who should transcribe? Who should edit?
- Training should provide:
 - Instructional materials (style guide, wiki)
 - Dos and don'ts
 - FAQs
 - Background information on interviews
 - Demonstration of equipment
- Tips
 - If possible, gather in one place at one time
 - Make it hands on – let them practice
 - Keep it simple



Work Flow

- Splitting tasks
 - Transcribe
 - Edit
 - Quality Control
 - Package and Finalize
- Evaluating Progress
- Documenting Progress
 - Shared spreadsheets
 - Wiki



Oral Histories - Ball State University Libraries Wiki - Windows Internet Explorer

http://www.bsu.edu/libraries/wiki/index.php?title=Oral_Histories

Oral Histories - Ball State University Libraries Wiki

article discussion edit history

Oral Histories

Contents [hide]

- 1 Scope
- 2 Transcription
 - 2.1 Supplemental Transcription Information
 - 2.2 Common Capitalization and Spelling Questions
 - 2.3 Layout Guide
- 3 Digitization
- 4 Status
- 5 Metadata

[edit]

Scope

This project is LSTA grant funded and aimed at digitizing and transcribing the Middletown Digital Oral History Collection. It is presented online through the Digital Media Repository here: <http://libx.bsu.edu/MidOrHist/midorhist.php>. It consists of the following subcollections:

- Black Muncie History Project - 23 interviews
- Black Middletown - 35 interviews
- Other Side of Middletown - 56 interviews
- Middletown Jewish Oral History Project I - 21 interviews
- Middletown Jewish Oral History Project II - 24 interviews
- Muncie Catholic Churches Oral History Project - 30 interviews
 - 1. St. Francis of Assisi Catholic Church Oral History Project
 - 2. St. Lawrence Catholic Church Oral History Project
 - 3. St. Mary Catholic Church Oral History Project

[edit]

Transcription

We are following the [Baylor University Institute for Oral History Style Guide](#) for guidance in transcribing our oral histories.

[edit]

Supplemental Transcription Information

For most situations the Baylor Style Guide will suffice as our authoritative guide; however, we have decided to make a few minor changes and additions to facilitate our project and to clarify some unaddressed finer points.

Please alert the rest of the project's staff to any major changes.

Abbreviating Titles: If written in conjunction with any part of the person's name (i.e. first name, initials, or surname) use an abbreviated title.

Internet 100%

Presentation

- Transcript format
- Arrangement in CONTENTdm
 - Separate items rather than compound object
 - Custom thumbnails
- Linking to get audio and transcript together
- Presentation and searchability



Middletown Oral History : Browse - Mozilla Firefox

File Edit View History Bookmarks Tools Help

http://libx.bsu.edu/cdm4/browse.php?CISOROOT=%2FMidOrHis

Google

Search (Card Cat)

Find... Databases Research Help Services

Settings

Digital Media Repository
A project of the University Libraries

INFORMATION TECHNOLOGY
UNIVERSITY TELEPLEX
UNIV. COMPUTING SERVICES






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After Hours: 765-285-5143

Home : About : Browse : Advanced Search : Preferences : My Favorites : Help : Downloads

select all : clear all : add to favorites

page 1 of 21 : (<< 1 2 3 4 5 6 7 8 9 10 >>) :: previous : next

Browsing 406 item(s) in: Middletown Oral History

	Image:	Title:	Interviewer:	Date Recorded:
<input type="checkbox"/> 1.		Abram, Dr. Sam 02-12-2003 (Interview Transcript)	Kraemer, Anne ; Moore, Ashley ; Anderson, Michelle	2003-02-12
<input type="checkbox"/> 2.		Abram, Dr. Sam 02-12-2003 (Interview)	Kraemer, Anne ; Moore, Ashley ; Anderson, Michelle	2003-02-12
<input type="checkbox"/> 3.		Abram, Dr. Sam 02-21-2003 (Interview Transcript)	Burke, Carla ; Kissel, Carrie	2003-02-21
<input type="checkbox"/> 4.		Abram, Dr. Sam 02-21-2003 (Interview)	Burke, Carla ; Kissel, Carrie	2003-02-21
<input type="checkbox"/> 5.		Abram, Pastor Renzie 01-17-2003 (Interview Transcript)	Booth, Jessica; Efaw, Eric; Gawlowski, Daniel;	2003-01-17

start

Inbox - Mic... oralhistory o... Microsoft Po... Adobe Photo... use Middletown ...

Metadata

- Structured description (unlike transcripts)
- Functions of metadata
 - Find
 - Identify
 - Select
 - Obtain
- Dublin Core
- Sources of Information

Metadata: Planning

- Who will create metadata?
 - When should you create metadata?
 - What level of metadata?
 - What Dublin Core elements will you use?
 - How will you label those fields?
-
- Our fields...



1	Title	Title	Text	No	Yes	No	No	<input type="button" value="move to"/>	edit delete
2	Link to Transcript	Relation-Is Version Of	Text	No	No	No	No	<input type="button" value="move to"/>	edit delete
3	Link to Audio	Relation-Is Version Of	Text	No	No	No	No	<input type="button" value="move to"/>	edit delete
4	Interviewer	Creator	Text	No	Yes	No	Yes	<input type="button" value="move to"/>	edit delete
5	Interviewee	Creator	Text	No	Yes	No	Yes	<input type="button" value="move to"/>	edit delete
6	Date Recorded	Date-Created	Text	No	Yes	No	No	<input type="button" value="move to"/>	edit delete
7	See Photo of Interviewee	Relation	Text	No	Yes	No	No	<input type="button" value="move to"/>	edit delete
8	Run Time	Format-Extent	Text	No	Yes	No	No	<input type="button" value="move to"/>	edit delete
9	Location Recorded	Coverage-Spatial	Text	No	Yes	No	Yes	<input type="button" value="move to"/>	edit delete
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15	Archival Identification	Identifier	Text	No	Yes	No	Yes	<input type="button" value="move to"/>	edit delete
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19	Subcollection	Relation-Is Part Of	Text	No	Yes	No	Yes	<input type="button" value="move to"/>	edit delete
20	Ordering Information	Rights	Text	Yes	Yes	No	No	<input type="button" value="move to"/>	edit delete
21	Copyright	Rights	Text	Yes	Yes	No	No	<input type="button" value="move to"/>	edit delete
22	Full Text	Description	Full Text Search	Yes	Yes	Yes	No	<input type="button" value="move to"/>	edit delete

Lessons Learned

- Prepare collections
- TIME!!!
- PEOPLE!!!
- Name list
- Subject headings

